

11 March 1952

MEMORANDUM FOR: Assistant Deputy Director/Administration (S)  
Assistant Deputy Director/Administration (IAS)  
Assistant Director (Personnel)  
Comptroller  
Chief, Medical Staff  
Chief, Administrative Service  
Chief of Procurement & Supply

SUBJECT : Briefing for [REDACTED]

STATINTL

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1. [REDACTED] who is to become the Senior Representative in [REDACTED] will be oriented by DD/A Offices on 11 March 1952. He is having lunch with Mr. Wolf, and when the formal briefing starts, he will understand the general structure of DD/A Offices and the broad principles under which we accomplish our mission.

STATINTL

2. It is desired that the Office heads indicated below, or their designees, brief [REDACTED] in Room 149, South Building, at the times indicated. A minimum of 15 minutes should be devoted to a discussion of the general principles pertaining to the particular Office concerned, and a maximum of time devoted to the specific problems, situations, etc., applicable to the area with which [REDACTED] is about to become concerned.

STATINTL

3. Schedule:

1400 - 1430	Assistant Director (Personnel)
1430 - 1515	ADD/A (IAS)
1515 - 1600	Comptroller
1600 - 1620	Chief, Medical Staff
1620 - 1635	Chief, Administrative Service
1635 - 1700	Chief of Procurement & Supply
1700 - 1730	ADD/A (S)

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L. K. WHITE  
Assistant Deputy Director  
(Administration)

LKW:ps

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